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Agricultural Adjustment Administration
North Central Region

PROCEDURE FOR THE ELECTION OF COMMITTEEMEN AND OPERATION
OF COUNTY AGRICULTURAL CONSERVATION ASSOCIATIONS
FOR 1940 PROGRAM

NCR-404, issued August 18, 1939, is hereby amended as follows:

Part XI, Miscellaneous Claims Made on Form ACP-9 (page 24) under the sub-heading, Filing or Recording Fees on Chattel Mortgages Executed in Connection with Loans, should be changed to read:

Notarial fees and the cost of filing or recording a chattel mortgage executed in connection with a commodity loan may be paid as association expenses.

PART XIII, Summary Report Forms, (page 51) should be changed as follows:

Preparation of NCR-County No. 14 and NCR-County No. 15.-- Number of Copies.-- Prepare forms NCR-County No. 14 and NCR-County No. 15 in triplicate. Forward the original and first copy of each form to the State office and retain the second copy in the county office. Upon approval of the forms in the State office, the first copy of each form will be returned to the county office for the permanent file. Upon receipt of the approved copy from the State office, the second copy of the forms held in the association office should be destroyed.

Supplement No. 1 to NCR-404, issued November 10, 1939, Filing Association Records, page 6, Receipts and Bank Records, is amended by deleting the last sentence under (h). Both the signed copy and the approved copy of form ACP-11 returned by the State office should be retained in the permanent file of the county office.

NCR-404 is amended by adding at the end thereof the following new PART XXI:

PART XXI.-- Instructions and Procedure for the Sale of Corn in Steel Bins Owned by Commodity Credit Corporation

Instructions to county committees relative to the local sales of corn owned by the Commodity Credit Corporation are contained in 39 Corn-Loan 8 (Supplement No. 5) issued January 22, 1940. All employees of the county office should have a thorough knowledge of this procedure.

Instructions and procedure for the collecting and disbursing of money received in connection with the sale of corn from steel bins, maintaining a special Corn Account for the funds collected, and maintaining records and files, are contained in this Supplement No. 3 to NCR-404. Funds collected and disbursements made in

connection with the sale of corn in steel bins should not be shown on forms ACP-8, ACP-9, ACP-10, or ACP-11, or on NCR-County No. 17, except that, after payments for such corn have been made to the Commodity Credit Corporation and all expenses incurred by the county committee in connection with the sale of bin corn have been paid, the balance remaining in the association's "Corn Account" shall be transferred to the regular bank account of the association and such amount reported as a collection on line 1(c) of form ACP-8.

Corn Account

A Corn Account shall be opened by the treasurer of the county committee at the time the first sale of corn is made. All funds received by the treasurer of the county committee in payment of the purchase price of corn owned by the Commodity Credit Corporation and fees received from the Corporation for handling such corn shall be deposited promptly in the Corn Account and shall not be deposited in the regular bank account of the association. The county committee should designate the bank to be used as a depository. It is recommended that wherever possible the Corn Account be placed in a bank other than the one with which the regular county association account is maintained. In no case should a Corn Account be placed in a bank which is not covered by deposit insurance with the Federal Deposit Insurance Corporation. The Corn Account shall be designated on all records as the "Corn Account _____ County Agricultural Conservation Association, _____, Treasurer".

At no time shall the balance in any such account exceed the sum of \$5,000, and where necessary the county committee shall designate other banks in which to deposit the excess sums.

All bank statements and cancelled checks which are drawn against the Corn Account and check stubs shall be kept as permanent records in the county office by the treasurer of the county committee.

The treasurer shall disburse funds received in connection with the sale of corn as herein provided only upon the authorization of the county committee, evidenced in writing on forms approved by the Agricultural Adjustment Administration or by itemized bills or statements approved by a member of the county committee. On bills or statements the written authority for payment shall consist of the words "Approved for payment" followed by the signature of a member of the county committee. An itemized memorandum shall be prepared in the county office and attached to bills or statements which are not itemized when received. Bills or statements not prepared on printed billheads of the person or firm submitting them shall be signed by the person submitting such bill or statement.

Checks drawn by the treasurer of the county committee shall be numbered consecutively and a record of the issuance of each check shall be maintained on the check stub. A separate check book and a new series of check numbers shall be used to withdraw money from the Corn Account. The words "Corn Account" shall appear on each check. All records pertaining to the sale of Commodity Credit Corporation corn shall be kept entirely separate from the regular association accounts.

All service charges and collection fees charged by the depository bank for the Corn Account shall be paid by the treasurer of the county committee only from the funds of such account.

Whenever a treasurer of a county committee is succeeded in office, any funds received by his successor shall be deposited in a new Corn Account. The account of the former treasurer shall be audited by the County Associations Section of the State office and no withdrawal or disbursement shall be made from the Corn Account of the former treasurer until such audit is completed. The Corn Account of the former treasurer shall then be closed by transferring the balance thereof into the Corn Account established by his successor.

Receipts and Disbursements

All funds received by the treasurer of the county committee in connection with the sale of corn owned by the Commodity Credit Corporation shall be deposited in the Corn Account. These funds will consist of money received from the sale of corn by the association and money received from the Corporation in connection with direct sales by the Corporation.

The disbursement of funds deposited in the Corn Account need not have prior approval by the State office, and shall not be shown on form ACP-9 and form ACP-10.

The treasurer of the county committee is authorized to draw a check payable to Commodity Credit Corporation only upon receiving form 39-Corn Loan 23 properly signed by a member of the county committee. The check shall be drawn in the amount shown in line 15 of form 39-Corn Loan 23. The bin number or numbers for which the remittance is being made shall be entered on the check. In the event that more than one sale is completed on one day, a separate check covering each form 39-Corn Loan 23 shall be drawn by the treasurer of the county committee. It is important that all sales completed be reported promptly on form 39-Corn Loan 23 and that the proceeds be transmitted to the Commodity Credit Corporation immediately upon delivery of the corn to the purchaser. If the number of weighed out bushels are less than the number of weighed in bushels, a refund shall be made to the purchaser in the amount of his overpayment. The bin number or numbers shall be shown on checks issued in payment of refunds.

Issuing and Obtaining Receipts

The Receipt and Confirmation letter, outlined on page 3 of 39-Corn Loan 8 (Supplement No. 5), shall be given to the purchaser upon receipt of the Down or Full payment. The signed copy shall be retained in the files of the association.

A standard receipt shall be given to the purchaser upon receipt of the Balance of Advance Estimated Price or upon receipt of the Additional Payment After Weighing. This form shall be prepared in duplicate. The original shall be given to the purchaser and the signed copy retained in the files of the association. This receipt shall show whether the payment is for the Balance of Advance Estimated Purchase Price or for the Additional Payment After Weighing. The bin number or numbers shall also appear on the receipt.

The treasurer of the county committee shall obtain a receipt on form ACP-12, revised, from each person or firm, except the Commodity Credit Corporation, to whom he makes a payment from the Corn Account. These receipts should be plainly marked in the upper right-hand corner, "Corn Account".

In those cases where a refund is made to the purchaser because the number of weighed out bushels are less than the number of weighed in bushels, the form ACP-12, revised, obtained from the purchaser shall be amended by deleting the words "services or supplies furnished the above named association during the month of -----". The bin number or numbers of the bins in connection with which the refund is made shall be entered between line 3 and line 4. The amount of the receipt must equal the amount shown in line (10) of 39-Corn Loan 23.

Direct Sales by the Commodity Credit Corporation

As provided for on page 4 of 39-Corn Loan 8 (Supplement No. 5), the county committee shall render a statement to the Commodity Credit Corporation for the 3-cent per bushel handling charge in connection with direct sales by the Corporation. The following form of statement which may be typed or mimeographed in the county office is to be used in billing the Corporation for the amount of the handling charge and should be prepared in duplicate.

State _____

County _____

Date _____

Commodity Credit Corporation,
164 West Jackson Boulevard,
Chicago, Illinois.

Gentlemen:

The following is a statement of Commodity Credit Corporation owned corn sold by the Corporation and shipped as per your instructions, dated _____, 1940.

Shipped to _____ Destination _____

Bill of Lading No. _____ No. bushels shipped _____

Loaded out of steel bin No. (s) _____

into car No. (s) _____

Due to the _____ County Agricultural Conservation Association:

_____ bushels of corn at 3 cents per bushel \$ _____

Agricultural Conservation
Association

By _____
(Member County Committee)

Attachments:

Bill of Lading

The original of this statement shall be forwarded to the Commodity Credit Corporation, 164 West Jackson Boulevard, Chicago, Illinois, and the copy retained in the files of the association. When a check covering payment of the statement is received, the date and amount of the check shall be entered on the copy in the files of the association. Since the 3¢ per bushel handling charge will probably be paid by the Commodity Credit Corporation on the basis of the official terminal weights, the amount paid by the Corporation to the county association may vary slightly from the amount entered on the statement by the county association.

RECORD OF COLLECTIONS AND DISBURSEMENTS

Form NCR-County No. 20 and Form NCR-County No. 20-A

GENERAL

The record of funds received from the sale of Commodity Credit Corporation corn stored in steel bins shall be maintained on form NCR-County No. 20. The record of disbursements in connection with the sale of corn from steel bins shall be maintained on form NCR-County No. 20A. Each of these forms shall be prepared in the original only. These records shall be balanced on the last day of each month or more often if the number of transactions warrant. All collections and disbursements shall be entered on form NCR-County No. 20 and form NCR-County No. 20A at the time such collections and disbursements occur. It is equally important that the entries on form NCR-County No. 20 and form NCR-County No. 20A be posted daily to form 39-Corn Loan 23 in order that this form show a day by day record of the progress of each sale and that the county committee may know when to transmit the net proceeds of each sale to the Commodity Credit Corporation. It is recommended that forms NCR-County No. 20 and NCR-County No. 20A be mimeographed by the State office and distributed to the county associations.

Form NCR-County No. 20 shall be securely fastened to the inside front cover of a manila folder by an acco fastener. Form NCR-County No. 20A shall be similarly fastened to the inside back cover of the same folder.

FORM NCR-COUNTY NO. 20 - COLLECTIONS - CORN ACCOUNT

- (a) Purpose.-- This form will be used to record sales of corn from steel bins by bin numbers and by purchasers, payments received in connection with each sale, and amount of remittances received from the Commodity Credit Corporation in case of direct sales by the Corporation.
- (b) Preparation of Form.-- Enter in the upper right-hand corner the name of the county, the name of the State, and the sheet number. The sheets shall be numbered consecutively. The entries in columns 1 to 6, inclusive, shall be made as follows:

Col. (1) Enter the date shown on the "Confirmation and Receipt to Purchaser".

Col. (2) Enter the bin number or numbers shown on the "Confirmation and Receipt to Purchaser".

Col. (3) Enter the name of the purchaser.

- Col. (4) Indicate whether the collection is the down payment, the balance of advance estimated purchase price, or the additional payment after weighing.
- Col. (5) Enter the amount received from the purchaser and shown on the applicable receipt issued to the purchaser.
- Col. (6) Enter the amount received from the Commodity Credit Corporation in connection with sales made directly by the Corporation. (See 39-Corn Loan 8 (Supplement No. 5, Page 4)).

FORM NCR-County NO. 20A, DISBURSEMENTS - CORN ACCOUNT

- (a) Purpose.-- This form will be used as a check register and to show a breakdown of disbursements.
- (b) Preparation of Form.--Enter in the upper right-hand corner the name of the county, the name of the State, and the sheet number. The sheets will be numbered consecutively. The entries in columns 1 to 8, inclusive, shall be made as follows:

- Col. (1) Enter the date of the check issued.
- Col. (2) Enter the number of the check issued. The checks shall be numbered consecutively.
- Col. (3) Enter the name of the payee.
- Col. (4) Enter the bin number or item of expense. In those cases where remittances are made to the Commodity Credit Corporation or a refund is made to the purchaser, the bin number shall be entered. In those cases where payment is being made for equipment, supplies, labor, or miscellaneous items of expense, the name of the item will be entered in column 4 instead of the bin number.
- Col. (5) Enter the amount remitted to the Commodity Credit Corporation as shown in line 15 of form 39-Corn Loan 23.
- Col. (6) Enter the amount of the refund made to the purchaser as shown in line 10 of form 39-Corn Loan 23.
- Col. (7) Enter the amount of the checks issued in payment of expenses incurred by the association in connection with the sale of corn from steel bins. Service fees charged by the bank against the "Corn Account" shall also be entered in this column. The bank debit slip will be filed after the last check issued for the month. Checks will be written by the treasurer only upon presentation of statements approved and signed by a member of the county committee.

Col. (8) Enter the amount retained by the association for administrative expenses. This will be the amount transferred to the regular bank account of the association after payments for all sales have been remitted to the Commodity Credit Corporation and all expenses incurred by the county committee in connection with such sales have been paid. The entries in this column will therefore be few in number.

TOTALING FORM NCR-COUNTY NO. 20 and FORM NCR-COUNTY NO. 20A

Whenever a sheet of form NCR-County No. 20 or form NCR-County No. 20A is filled with entries, or at the end of each month, proceed as follows:

- (a) Draw a single line across each page below the last entries.
- (b) Add the entries in each money column and enter the totals.
- (c) Draw a double line across the page below the totals.
- (d) The total of column (5) plus the total of column (6) of form NCR-County No. 20 will equal total collections. This total shall be entered between the single and double lines in column (3) preceded by the word "Total".
- (e) The total of column (5) plus the total of column (6) plus the total of column (7) plus the total of column (8) of form NCR-County No. 20A will equal total disbursements. This total shall be entered between the single and double lines in column (3) preceded by the word "Total".
- (f) The total of each money column shall be carried forward to the first line of the corresponding column of the succeeding page. Whenever a new sheet is started for either form NCR-County No. 20 or form NCR-County No. 20A, a new sheet will also be started for the other form. The sheet numbers of both forms must always correspond.

A reconciliation of form NCR-County No. 20 and form NCR-County No. 20A with the bank statement shall be made on the last day of each month. The difference between the total collections and total disbursements will equal the bank balance as shown by the bank statement after adjustments have been made for outstanding checks, deposits not shown on the bank statement, money on hand not deposited, and deductions made by the bank for service charges. A typed copy of this reconciliation shall be retained in the files of the county association.

Below is an example of how these forms are totaled and the totals carried forward.

Sheet No. 15
NCR-County No. 20

Purchaser	Down, Balance or Additional Payment	Amount	Commodity Credit Corpora- tion
(3)	(4)	(5)	(6)
	Down	90.00	
	Balance	800.00	
	Addi- tional	20.00	20.00
Total		910.00	20.00
\$930.00			

Sheet No. 15A
NCR-County No. 20A

<u>Description</u>		Commodity Credit Corpora- tion	Refunds	Expense	Fees ACA
(3)	(4)	(5)	(6)	(7)	(8)
		630.00			
			20.00		
				15.00	
				1.00	
					15.00
				5.00	
Total	\$686.00	630.00	20.00	21.00	15.00

Sheet No. 16
NCR-County No. 20

Purchaser	Down Balance or Additional Payment	Amount	Commodity Credit Corpora- tion
(3)	(4)	(5)	(6)
Carried Forward		910.00	20.00

Sheet No. 16A
NCR-County No. 20A

<u>Description</u>		Commodity Credit Corpora- tion	Refunds	Expense	Fees ACA
(3)	(4)	(5)	(6)	(7)	(8)
Carried Forward		630.00	20.00	21.00	15.00

FORM 39-CORN LOAN 23 - TRANSMITTAL LETTER

- (a) Purpose.---This form, giving detailed information covering each sale of corn from steel bins, where such sale is made by the county committee, shall be used for transmitting the amount due the Commodity Credit Corporation on each sale. It will also indicate at all times the status of each sale and when remittance should be made to the Commodity Credit Corporation. Form 39-Corn Loan 23 shall not be prepared in case of direct sales by the Corporation of corn in steel bins.
- (b) Preparation of Form.---(1) Number of copies.---This form shall be prepared in triplicate. The original, with the association check attached, and the weight certificates attached, shall be transmitted to the Commodity Credit Corporation. One signed copy shall be forwarded to the State office and one signed copy shall be retained in the files of the association.

- (2) Entries.--The entries in form 39-Corn Loan 23 shall be made as follows:

In the upper right-hand corner enter the name of the State, the name of the county, and the date of transmittal.

Line (1) Enter the bin number or numbers and the location of each.

Line (2) Enter the name and address of the purchaser.

Line (3) Enter the date of the "Letter of Confirmation" received from the Commodity Credit Corporation.
(See page 2 of 39-Corn Loan 8, Supplement No. 5)

Line (4) Enter the number of weighed in bushels as recorded on CCC Corn Form X-1. Opposite "Selling price" enter the price at which the corn is sold to the purchaser. The selling price is obtained by adding the estimated association expense per bushel, which must not be in excess of 3¢ per bushel, (The total amount of this expense will be shown in Line (14)) to the net price per bushel quoted in the Letter of Confirmation received from the Commodity Credit Corporation. Opposite "Amount" enter the result obtained by multiplying the number of weighed in bushels by the selling price per bushel.

Line (5) Enter the number of weighed out bushels as shown by the weight certificates. Opposite "Selling Price" enter the price per bushel shown in Line (4). Opposite "Amount" enter the result obtained by multiplying the number of weighed out bushels by the selling price per bushel.

Line (6) Enter the date and amount of the down payment as shown on the "Confirmation and Receipt to Purchaser".
(See 39-Corn Loan 8, Supplement No. 5, page 3).

Line (7) Enter the date and amount of the payment shown on the receipt given to the purchaser at the time the balance of the advance estimated purchase price is paid.

Line (8) Enter the total of lines 6 and 7.

Line (9) Enter the date and the amount of payment shown on the receipt given to the purchaser when he is required to make an additional payment after the corn is weighed. Entries will be made in this line only when weighed out bushels are in excess of weighed in bushels.

- Line (10) Enter the date and the amount of refund shown on form ACP-12, Receipt, given to the association by the purchaser in those cases where the weighed in bushels are in excess of the weighed out bushels.
- Line (11) Enter the totals of lines 8 and 9 if an additional payment is made after the corn is weighed. If a refund is made to the purchaser, enter the amount obtained by subtracting the entry in line (10) from the entry in line (8). Enter the amount shown in line (8) if the weighed out bushels equal the weighed in bushels.
- Line (12) Enter the amount of the estimated expenses incidental to the sale.
- Line (13) Enter the estimated amount to be retained by the association for administrative expenses.
- Line (14) Enter the total amount deducted by the association for estimated expenses and administrative expenses. This amount must not exceed 3 cents per bushel, and will be the amount of expense estimated by the county committee and added to "net price to the Commodity Credit Corporation".
- Line (15) Enter the amount being remitted to the Commodity Credit Corporation. This amount must be the result obtained by multiplying the weighed out bushels, as shown on the weight certificates, by the net price per bushel to the Commodity Credit Corporation quoted in the "Letter of Confirmation" received from the Corporation.

In the line provided enter the name of the association. A member of the county committee shall affix his signature on the line below the name of the association. The address of the association office shall be shown on the line below the signature of the member of the county committee.

Enter under "Attachments", the "Corn Account" check number and the date of the check being remitted to the Commodity Credit Corporation.

RECORDS AND FILES IN CONNECTION WITH THE "CORN ACCOUNT"

GENERAL

It is imperative that all telegrams, letters of confirmation, receipts, and other pertinent information be filed in such a manner as to be readily accessible for checking to the records of collections and disbursements. A separate folder shall be maintained for each sale by the association or direct sale by the Commodity Credit Corporation. Insofar as possible these folders shall be filed by bin number. In those cases where more than one bin is involved in a sale, the folder shall be filed by the lowest bin number.

Form 39-Corn Loan 23 and Supporting Data

The forms and correspondence for each sale shall be assembled in the following order (form 39-Corn Loan 23 on the bottom) and securely attached with an acco fastener to the inside back cover of a manila folder, labeled "Bin No.(s)___". In case of direct sales by the Commodity Credit Corporation the contents of the folders will probably consist of only the material under items (j) and (k).

- (a) Form 39-Corn Loan 23 (signed copy)
- (b) Telegraphic "Request for Price" (Copy)
- (c) Telegraphic "Reply by Commodity Credit Corporation" (Original)
- (d) "Confirmation and Receipt to Purchaser" (Signed copy)
- (e) Telegraphic "Acceptance of Offer" (Copy)
- (f) Letter of confirmation from Commodity Credit Corporation (Original)
- (g) Receipt for "Balance of Advance Estimated Purchase Price" (Signed copy)
- (h) Receipt for "Additional Payment after Weighing" (Signed copy)
- (i) Form ACP-12, "Receipt from Purchaser for Refund" (Original)
- (j) Statement to Commodity Credit Corporation for handling charges on corn sold direct by the Corporation (signed copy)
- (k) All correspondence or forms pertaining to the sale of any specific bin(s) of corn.

STATEMENTS AND RECEIPTS

Statements for expenses incurred in connection with each sale of corn shall be filed in the order paid in a manila folder, labeled "Expenses - Corn Account". Insofar as possible these statements should be securely attached to the inside back cover of the folder by an acco fastener. Receipt forms ACP-12 covering expenses should be arranged in the same order as the statements and attached to the inside front cover with an acco fastener.

BANK RECORDS

All bank records should be assembled in the following order (with the bank reconciliation on the bottom) and securely attached with an acco fastener to the inside back cover of a manila folder, labeled "Bank Records":

- (a) Bank Reconciliation - Corn Account (Original)
- (b) Monthly bank statements. In the case of banks that do not regularly issue monthly statements, it is suggested that the association treasurer request the bank to prepare a monthly statement covering the Corn Account.
- (c) Bank deposit slips. The bank deposit slips should be arranged in date order with the deposit slip bearing the latest date on top.

All canceled checks should be arranged in numerical order and securely fastened by the use of brads to the inside front cover of the manila folder containing the bank records. Check stubs should be kept in an easily accessible file.

Additional "Statements and Receipts" and "Bank Records" folders may be added to the files as needed. When additional folders are added, the period covered by the old folder shall be indicated thereon.

County _____

State _____

Sheet No. _____

North Central Region

Sheet No. _____

[illegible]

County_____

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
North Central Region

State _____

Sheet No. _____ A

DISBURSEMENTS - CORN ACCOUNT

[illegible]

